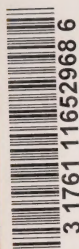


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WORKPLACE HEALTH AND SAFETY AGENCY



1991
ANNUAL REPORT

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MISSION STATEMENT

THE WORKPLACE HEALTH AND SAFETY AGENCY, A BIPARTITE ORGANIZATION OF LABOUR AND MANAGEMENT, IS COMMITTED TO PROMOTING AND ENHANCING THE HIGHEST DEGREE OF PHYSICAL, MENTAL AND SOCIAL WELL-BEING OF WORKERS. ➤ THIS WILL INVOLVE EMPOWERING THE WORKPLACE PARTIES TO DIRECT THEIR DESTINIES, SO THAT THE INCIDENCE AND CONSEQUENCE OF ACCIDENTS, ILLNESSES AND DISEASES ARISING OUT OF EVENTS AND EXPOSURES IN THE WORKPLACE CAN BE REDUCED. ➤ THE AGENCY WILL STRIVE TO ACHIEVE THESE OBJECTIVES THROUGH JOINT LABOUR-MANAGEMENT LEADERSHIP AND CO-OPERATION UNDER THE LETTER AND SPIRIT OF THE OCCUPATIONAL HEALTH AND SAFETY ACT OF ONTARIO AND WILL INCLUDE THE:

■
generation of knowledge on health and safety hazards;

■
development, delivery and administration of education and training programs for the workplace parties;

■
promotion of occupational health and safety;

■
development and publication of standards of performance for health and safety;

■
direction and supervision of funding, and;

■
encouragement of the bipartite approach for continuous improvement throughout the health and safety network.

The Workplace Health and Safety Agency is committed to promoting and enhancing the health and safety of workers, through education and co-operation in the workplace.

This annual report outlines the many accomplishments achieved during the Workplace Health and Safety Agency's first full year of operation. As you read it, you'll see we believe the parties who

are most affected — workers and management — should work together to reduce the number of workplace deaths, injuries and illnesses.

This fundamental principle led the Agency's Board of Directors — made up equally of representatives from management and labour — to embrace a policy that all decisions are to be made by consensus.

We would like to thank our 18 colleagues on the Board for their dedication in guiding us through this formative year. As well, our deep appreciation is extended to Agency staff for their hard work.

We would also like to acknowledge the work done by Paul Parker, the Agency's first Vice-Chair, Management and Vic Pathe, our part-time Chair.

The Agency is committed to empowering all workplace parties with greater control over their destinies, so that workplaces will become safer. Increased rights are accompanied by increased responsibilities.

In the coming year we will launch a certification process to train thousands of workers and managers in occupational health and safety, and begin the development of an accreditation program for employers. Our Outreach sessions will continue to take Board members outside Toronto and into workplaces across Ontario. And we will begin to implement the recommendations of the Operational Review Committee to improve the health and safety delivery system in Ontario.

It promises to be a challenging and rewarding year.



Bob McMurdo



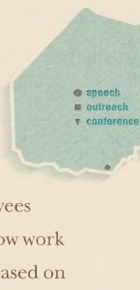
Paul Forder

LETTER FROM THE VICE-CHAIRS

Paul K. Forder
Vice-Chair, Labour

Robert D. McMurdo
Vice-Chair, Management

Where the Agency went in 1991



Dramatic changes in the economy have contributed to the realization that employees and employers must now work towards partnerships based on shared goals and mutual respect.

The Workplace Health and Safety Agency believes it is necessary to give everyone with a direct interest in the safety and welfare of the workplace the tools needed to control their own destinies with respect to health and safety.

Since January 1, 1991, when the Agency assumed its full legislative responsibilities resulting from amendments to Ontario's Occupational Health and Safety Act, it has been committed to the equal participation of workers and management in helping to reduce the number of workplace deaths, injuries and diseases.

The Agency's unique joint structure gives labour and management shared participation in its operations.

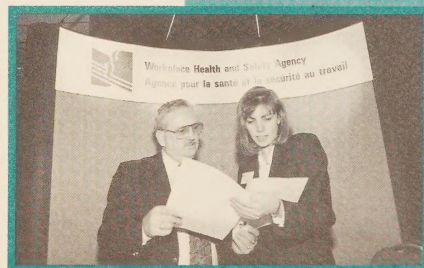
Its 20-member Board of Directors is made up equally of labour and employer representatives, and includes a Vice-Chair, Labour, and a Vice-Chair, Management.

The Board agreed to hold meetings outside Toronto to meet

health and safety representatives in their own workplaces and communities.

Meetings were held in Sudbury, Windsor and Port Elgin in 1991, and

others are planned for the future. One of the Board's first actions in 1991 was to develop a list of priorities to help the Agency make the best use of its resources, as it began the formidable task of setting up a completely new organization.



The Agency took its message to many Ontario communities in 1991



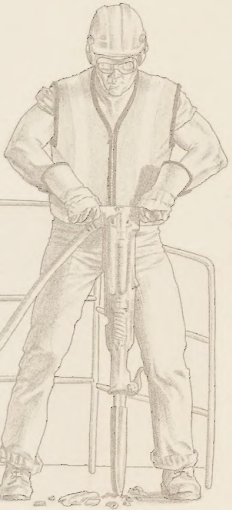


When the Agency received official status, it assumed many responsibilities previously held by government agencies and ministries, such as the Ontario Ministry of Labour and the Workers' Compensation Board. These duties include funding the 12 organizations under the Agency's supervision which provide health and safety services to workers and employers, financing research programs focusing on occupational health and safety issues, and providing operational assistance to occupational health and safety clinics and information services.

In addition to fulfilling these financial commitments, the Agency began to develop new funding guidelines that will enable it to make the best use of its resources when dealing with future funding requests.

After the first full year of operation, the Workplace Health and Safety Agency's commitment to a joint approach to resolving workplace

health and safety problems is leading to exciting and innovative solutions. What began as a philosophical experiment can be viewed a year later as a practical exercise enabling those parties with a direct interest in workplace health and safety to assume a role in helping reduce job-related deaths, injuries and disease.

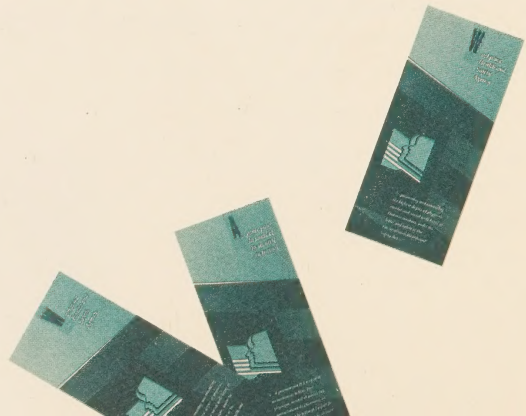


The Agency has been vigorously pursuing its top priority — developing a training program for the certification of members of workplace joint health and safety committees.

A team of 16 writers from the various

health and safety organizations that fall under the Agency's supervision was mobilized to develop a general core program.

Significant progress was also made in developing a program aimed at reducing the high rate of workplace-related musculoskeletal injuries. A training program developed in 1991 deals with methods for reducing these hazards. It addresses issues such as ergonomics and the impact of sedentary work or repetitive actions on human joints, bones and muscles.



PRIORITIES

THE AGENCY'S MANDATE IS LARGE AND ENCOMPASSES A WIDE RANGE OF RESPONSIBILITIES, FROM ESTABLISHING A SAFETY CERTIFICATION PROCESS TO ENSURING THAT INFORMATION ABOUT WORKPLACE SAFETY REACHES WORKERS AND EMPLOYERS ACROSS ONTARIO. ➤ THAT'S WHY THE BOARD DECIDED FROM THE START TO ESTABLISH KEY PRIORITIES FOR THE AGENCY. ➤ THEY ARE:

1. *To develop requirements for the certification of members of committees and other workers and administer the certification process.*
2. *To fund, direct and oversee the operations of eight accident prevention associations, the Workers Health and Safety Centre, three safety programs, and occupational health and safety clinics across Ontario.*
3. *To provide grants and funds to deliver educational and training programs.*
4. *To develop requirements for the accreditation of employers.*
5. *To promote public awareness of health and safety.*
6. *To provide funding for occupational health and safety research.*
7. *To establish a small business advisory committee.*
8. *To advise the Minister of Labour on health and safety matters.*
9. *To develop standards and provide funding for first aid training.*
10. *To provide programs and advice for a fee.*

Paul Parker and Paul Forder
answer media questions
after releasing the operational
review of the delivery
organizations



Among the responsibilities legislated to the Workplace Health and Safety Agency when changes to the Occupational Health and Safety Act came into effect on January 1, 1991 was that of funding and overseeing the operations of 12 health and safety delivery organizations in Ontario. These organizations include eight industry-specific safety associations, the Workers Health and Safety Centre and three safety programs. Together these delivery organizations offer more than 500 health and safety programs costing over \$50 million annually.

An operational review of these delivery organizations was conducted in 1991 by SPR Associates Incorporated, an independent consulting firm hired to examine the management and delivery of health and safety programs.

The consultant's report found considerable overlap and duplication in the structure of the health and safety organizations and in the programs they provide. The organizations together operate more than 500 programs, making Ontario's occupational health and safety system far more complicated than necessary, the report concluded.

More than 18 recommendations were made which would lead to major changes in the delivery process. They include streamlining operations and developing greater cooperation between delivery organizations to produce significant cost-savings and greater efficiency. The study also

urged that the operational review be extended to cover specific organizations identified as having serious morale problems. As well, a program objectives statement should be developed to set program criteria, standards and delivery guidelines, and a mechanism developed to encourage central planning to eliminate duplication of services. The report said the Agency should also take steps to reduce managerial and administrative costs at the delivery organizations identified as having unacceptably high overhead.

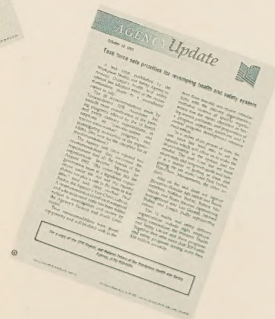
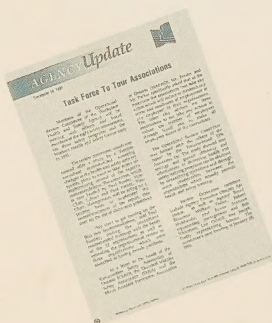
In response, the Agency set up a task force composed of members of its Board of Directors, led by the Vice-Chairs, and asked it to address the issues raised in the report. The task force's first priority will be to act on the report's first two recommendations — to meet with the heads of the delivery organizations and to extend the operational review to cover the three organizations identified as having morale problems.

The task force is also taking steps to prepare a program objectives statement and to develop a mechanism to

centralize program development. As well, a recommendation to reduce managerial and administrative costs has been tabled, subject to investigation and review by the Agency's finance and audit committee.

The task force has worked to allay fears among staff at the delivery organizations that implementation of the report's recommendations will lead to job losses and relocations.

A newsletter, called *Agency Update*, was developed to keep the organizations and their employees informed of developments arising from the operational review.





CERTIFICATION

When members of the Board of Directors established their priorities for the Agency, they assigned primary importance to developing

a program for the certification of Ontario workers and employer representa-

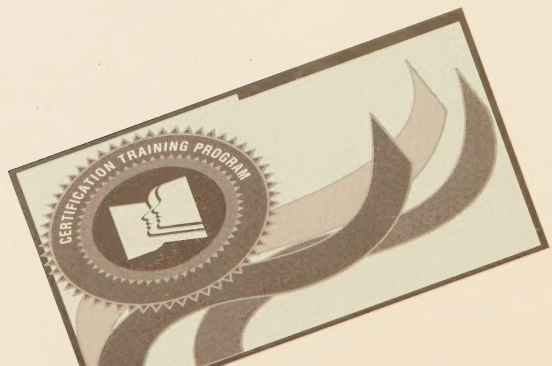
tives who sit on joint health and safety committees.

It is estimated about 50,000 workplaces in Ontario are now required by law to have joint health and safety committees. At least two members of each committee, one representing workers and the other managers, must be certified as having completed an approved program in occupational health and safety.

It is the Agency's responsibility to develop this training program and

implement a system of certifying committee members who achieve the required level of knowledge and skill. In 1991 the Agency proceeded with an aggressive plan to develop a core training program — an all-purpose generic program of health and safety information which could be used in every workplace in Ontario.

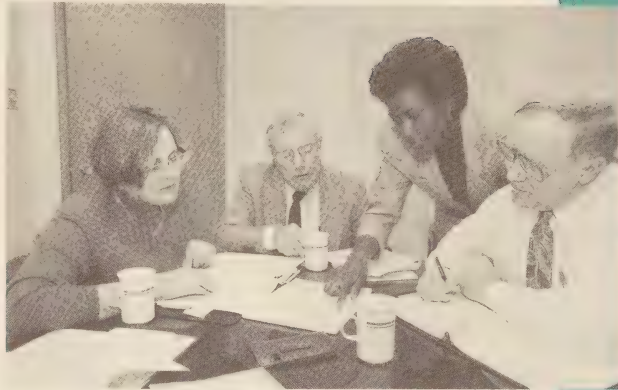
Sixteen technical writers from the delivery organizations and organized labour were seconded by the Agency to develop the core content for the program. The writers' joint efforts were overseen by a certification committee of the Agency's Board of Directors.



The core content for the certification program was agreed upon by Board consensus. The writers were assigned training modules to develop in draft form. Editing staff have been retained to review the modules and to create a training package which will include a participant's manual, participant's workbook and an instructor's manual.



Members of
the writing team
at work



The first priority for the grants program in 1991 was the development of a framework for future grants policies. The grants program was formerly administered by the Ministry of Labour, and became an Agency responsibility when the organization was established in 1990. The Agency agreed to honour all previous commitments of the Ministry while it developed its own guidelines for grants. The Agency's new grants framework will be expanded to provide guidelines for screening and determining the merits of grant applications.

As well, a bursary policy document was adopted this year which will

enable the Agency to develop policies and criteria for awards to individuals who are upgrading or beginning training in occupational health and safety. The new policy broadens eligibility requirements to give individuals wishing to upgrade their knowledge of occupational health and safety programs at any college or university the opportunity to apply for a bursary.

GRANTS



Conducting air quality
research

More than \$3 million in grants for health and safety research, training and education programs, occupational health and safety clinics, and student awards will be disbursed by the Agency for the grants program's fiscal year, April 1, 1991 to March 31, 1992.

The Agency's responsibilities also include overseeing and funding the activities of occupational health and safety clinics and training programs. Among the allocations made in 1991 for health and safety initiatives:

- \$200,000 each in start-up funding to new occupational health clinics in Windsor and Sudbury. These clinics provide diagnosis, advice and other

services to patients with work-related disorders.

- \$150,000 to the Ontario Centre for Ground Control Training, located on the Cambrian College campus in Sudbury.

- \$85,000 to the Sarnia Occupational Safety and Health Information Centre. The Centre provides programs, courses, free information services and community broadcasting in the Sarnia area.

- \$45,000 to the Windsor Occupational Safety and Health Information Service.

- \$145,000 each to occupational health and safety resource centres associated with Lakehead University, Queen's University, the University of Waterloo, the University of Western Ontario and Cambrian College. The centres provide information, consulting and professional services to the surrounding communities.



A student learns how to
measure workplace
noise

Teacher and
student in an
occupational health
and safety class



ACCREDITATION

Accreditation of employers who take steps to reduce occupational injuries and disease in the workplace is another responsibility accorded to the Agency under legislative changes made to the Occupational Health and Safety Act.

The development of an accreditation program is scheduled to begin once certification training is underway. Preliminary discussions about accreditation were held by the Board in 1991, and a discussion paper on the issue was prepared by staff for the Board's consideration.

The Workplace Health and Safety Agency assumed responsibility for funding first aid training agencies from the Workers' Compensation Board when the Agency was legislated into operation. In 1991 it granted first aid training funds of:

\$24,380	to the Canadian Red Cross Society
\$113,983	to Emergency Care Instruction Services
\$774,288	to St. John Ambulance

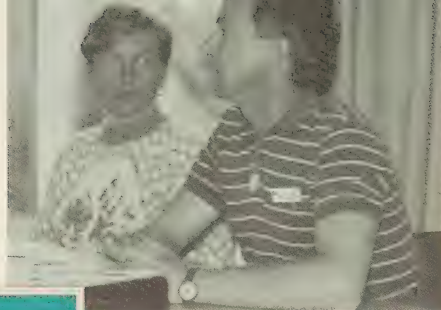
FIRST AID

The money was used by these organizations to run first aid training programs in the workplace, with employers also required to contribute financially to offset the total cost.

An additional \$60,132 was given to St. John Ambulance for its intensive workplace training program LIFE (learn industrial first aid effectively). The Agency is responsible for meeting pre-existing funding commitments to these agencies until 1992.

Work has begun to develop the Agency's own policy guidelines and standards for first aid training.

OUTREACH



Outreaches give the Board the opportunity to talk to workers and managers in the workplace. At left, Lydia Renton with Ontario Hydro technician Mario Guidon.

Educating the public about health and safety issues is an important part of the Workplace Health and Safety Agency's mandate. In 1991 the Agency began a number of initiatives to spread the word about health and safety and the Agency.

Agency Directors, Board members and staff gave more than 75 speeches in 1991. The two Vice-Chairs, Paul Forder and Paul Parker (who has since retired), spoke on more than 40 occasions to management and labour groups across Ontario. As the certification process is being developed, both Vice-Chairs have continued to update constituents across Ontario about the program's progress through speaking engagements and media interviews.

In an effort to talk to as many work-

ers and see as many workplaces as possible, the Board of Directors has agreed to hold a number of its meetings outside Toronto, where the Agency's office is located. The first of these "outreach" meetings was held in Sudbury in February. Others were held in Windsor and Port Elgin, and additional dates were set for other cities in 1992. The Workplace Health and Safety Agency operated informational trade booths at various health and safety conferences in Ontario.

A brochure describing the Agency, what it does and who its delivery organizations are, was written and distributed this year. Communications staff also developed an information package about the Agency, its mandate



Training the
Group Health Plan
Development team
Port Elgin





At the Agency is published eight times a year, and is sent to more than 1,000 people in the health and safety delivery system.

The Agency's 20-member Board, including both Vice-Chairs, as well as many of its staff, participated in ceremonies April 28 marking the Day of Mourning, held in memory of workers who died or suffered disabling

injuries or diseases from their jobs.

Commemorative ceremonies were held in Toronto's Larry Sefton Park. The ceremonies were also attended by Ontario Premier Bob

Rae and representatives of management and labour groups from across the province.


and its programs. More than 5,000 information packages were handed out in 1991.

Visual images can be powerful symbols, and with this in mind the Agency spent hours developing a logo to reflect the Agency's work and philosophy. The design that was adopted shows two faces in profile together, symbolizing the joint nature of the Agency, against an abstract green background reflecting the workplace, emphasized by stylized lines of yellow, the colour of safety.



To help keep in-house staff and employees of affiliated delivery organizations apprised of programs and developments, a newsletter named *At the Agency* made its debut in October.





Musculoskeletal injuries are on the rise across North America. In Ontario alone, musculoskeletal injuries (MSI) account for more than half of all the lost time claims processed by the Workers Compensation Board.

It's no wonder then, that labour and management are united in the commitment to help reduce the persistently high rate of these injuries.

In 1991, The Workplace Health & Safety Agency began to develop a training program that would help Ontario workers and supervisors understand, identify, control or eliminate the factors which lead to MSI.

A team of writers, representing the perspectives of both labour and management, has been working on the development of the Musculoskeletal Injuries Prevention Program (MIPP) under the aegis of the Agency.

The MIPP program will teach participants to understand what musculoskeletal injuries are and how they occur. It will also point out ways to identify risk factors and apply basic principles to control or eliminate these injuries.

FINANCIAL STATEMENTS

To the Board of Directors of Workplace Health and Safety Agency

We have audited the balance sheet of Workplace Health and Safety Agency as at December 31, 1991 and the statements of revenue and expenditures, of changes in fund balances and of changes in financial position for the year then ended. These financial statements are the responsibility of the Agency's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the

amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Agency as at December 31, 1991 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles.



Chartered Accountants
Toronto, Ontario
February 28, 1992

BALANCE SHEET
DECEMBER 31, 1991
(comparative figures from August 15, 1990
to December 31, 1990 - Note 11)

WORKPLACE HEALTH AND SAFETY AGENCY

	Workplace Health and Safety Agency		Special Programs Development Committee		Grants Program		Total
	1991	1990	1991	1991	1991	1990	1990
Assets							
Current							
Cash and Short Term Investments (Note 2)	\$ 3,429,643	\$ -	\$ 2,818,921	\$ 1,457,170	\$ 7,705,734	\$ -	-
Accounts Receivable	36,270	25,105	144,672	25	180,967	25,105	25,105
Prepaid Expenses	19,250	-	-	-	19,250	-	-
	3,485,163	25,105	2,963,593	1,457,195	7,905,951	25,105	25,105
Fixed Assets (Note 3)	913,811	753,794	-	-	913,811	753,794	753,794
	\$ 4,398,974	\$ 778,899	\$ 2,963,593	\$ 1,457,195	\$ 8,819,762	\$ 778,899	\$ 778,899

Liabilities and Fund Balances

Current							
Accounts Payable and Accrued Liabilities	\$ 1,488,146	\$ 72,515	\$ 56,730	\$ 32,502	\$ 1,577,378	\$ 72,515	72,515
Health and Safety Delivery							
Organization Holdbacks (Note 6)	2,266,338	-	-	-	2,266,338	-	-
Deferred Grants Funding (Note 2)	-	-	-	1,454,717	1,454,717	-	-
	3,754,484	72,515	56,730	1,487,219	5,298,433	72,515	72,515
Deferred Rental Charges (Note 2)	269,032	-	-	-	269,032	-	-
Deferred Fixed Assets Funding (Note 2)	866,401	706,384	-	-	866,401	706,384	706,384
Fund Balances	(490,943)	-	2,906,863	(30,024)	2,385,896	-	-
	\$ 4,398,974	\$ 778,899	\$ 2,963,593	\$ 1,457,195	\$ 8,819,762	\$ 778,899	\$ 778,899

On behalf of the Board



Paul K. Forder,
Vice-Chair, Labour



Robert D. McMurdo,
Vice-Chair, Management

STATEMENT OF REVENUE AND EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 1991
(comparative figures from August 15, 1990
to December 31, 1990 - Note 11)

WORKPLACE HEALTH AND SAFETY AGENCY

	Workplace Health and Safety Agency	Special Programs Development Committee (see schedule)	Grants Program	Total	
	1991	1990	1991	1991	1990
Revenue					
Workers' Compensation Board (Note 7)	\$ 52,585,790	\$ 793,616	\$ -	\$ 52,585,790	\$ 793,616
Sales	-	-	314,052	314,052	-
Investment Income	2,985,896	-	235,978	3,221,874	-
Grants from Ministry of Labour (Note 7)	-	-	1,998,383	1,998,383	-
	55,571,686	793,616	550,030	59,120,099	793,616
Expenditures					
Funding to Health and Safety					
Delivery Organizations (Note 6)	50,308,568	89,360	-	50,308,568	89,360
Funding to First Aid Delivery					
Organizations (Note 5)	972,783	-	-	972,783	-
Salaries	1,869,845	282,046	141,647	2,046,189	282,046
Employee Benefits	226,597	36,753	-	226,597	36,753
Staff Development, Recruitment and Relocation	393,668	-	-	393,668	-
Bank Charges	2,459	-	279	2,738	-
Board of Directors' Meeting Costs	221,155	62,787	-	221,155	62,787
Bursaries	-	-	98,470	98,470	-
Communication and Publicity	50,955	-	-	50,955	-
Consulting Fees	340,625	102,343	-	340,625	102,343
Data Processing	202,900	-	-	202,900	-
Equipment Purchase	15,166	-	-	15,166	-
Executive and Staff Meeting Costs	126,499	-	5,720	132,219	-
Grants Program Training and Education	-	-	1,211,250	1,211,250	-
Graphic Artists	-	-	16,033	16,033	-
Insurance	1,325	-	-	1,325	-
Medical Clinic Grants	-	-	400,000	400,000	-
Miscellaneous	17,328	14,419	1,197	18,525	14,419
Occupancy Costs	204,670	39,208	47,964	266,134	39,208
Office	136,503	147,740	13,270	149,773	147,740
Printing	-	-	59,301	59,301	-
Professional Fees	58,983	-	4,017	63,000	-
Program Writers	377,600	-	51,358	428,958	-
Promotion	-	-	20,468	20,468	-
Research Grants	-	-	154,338	154,338	-
Special Project Grants	-	-	86,128	86,128	-
Storage and Shipping	-	-	38,442	38,442	-
Translation	-	-	28,359	28,359	-
Telephone	73,614	18,960	1,482	75,096	18,960
Video Production and Duplications	-	-	100,790	100,790	-
Deferred Rental Charges	269,032	-	-	269,032	-
Amortization of Fixed Assets	254,193	-	-	254,193	-
Amortization of Deferred Fixed Assets Funding	(254,193)	-	-	(254,193)	-
	55,870,275	793,616	530,327	58,398,985	793,616
Excess (Deficiency) of Revenue over Expenditures	\$ (298,589)	\$ -	\$ 19,703	\$ (278,886)	\$ -

STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 1991
(comparative figures from August 15, 1990 to
December 31, 1990 - Note 11)

WORKPLACE HEALTH AND SAFETY AGENCY

	Workplace Health and Safety Agency		Special Programs Development Committee		Grants Program		Total	
	1991	1990	1991	1990	1991	1990	1991	1990
Fund Balances, Beginning of Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenue over Expenditures	(298,589)	-	19,703	-	(278,886)	-	-	-
Transfer Between Funds	(192,354)	-	222,378	(30,024)	-	-	-	-
Transferred from Workers Health and Safety Centre (Note 9)	-	-	2,664,782	-	2,664,782	-	-	-
Fund Balances, End of Year	\$ (490,943)	\$ -	\$ 2,906,863	\$ (30,024)	\$ 2,385,896	\$ -	\$ -	\$ -

STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 1991
(comparative figures from August 15, 1990
to December 31, 1990 - Note 11)

WORKPLACE HEALTH AND SAFETY AGENCY

	Workplace Health and Safety Agency		Special Programs Development Committee		Grants Program		Total
	1991	1990	1991		1991	1991	1990
Cash and Investments Provided (Used For):							
Operations							
Excess(Deficiency) of Revenue							
over Expenditures	\$ (298,589)	\$ -	\$ 19,703	\$ -	\$ (278,886)	\$ -	
Items not involving Cash Outlays							
Deferred Rental Charges	269,032	-	-	-	269,032	-	
Amortization of Fixed Assets	254,193	-	-	-	254,193	-	
Amortization of Deferred Fixed Assets Funding	(254,193)	-	-	-	(254,193)	-	
Change in Working Capital Balances							
Increase in Accounts Payable and Accrued Liability	1,415,631	72,515	56,730	32,502	1,504,863	\$ 72,515	
Increase in Holdbacks	2,266,338	-	-	-	2,266,338	-	
Increase in Accounts Receivable	(11,165)	(25,105)	(144,672)	(25)	(155,862)	(25,105)	
Increase in Prepaid Expenses	(19,250)	-	-	-	(19,250)	-	
Increase in Deferred Grants Funding	-	-	-	1,454,717	1,454,717	-	
Transfer Between Funds	(192,354)	-	222,378	(30,024)	-	-	
Funds Provided by Operations	3,429,643	47,410	154,139	1,457,170	5,040,952	47,410	
Financing Activities							
Increase in Deferred Fixed Assets Funding	414,210	706,384	-	-	414,210	706,384	
Transferred from Workers Health and Safety Centre	-	-	2,664,782	-	2,664,782	-	
Funds Provided by Financing Activities	414,210	706,384	2,664,782	-	3,078,992	706,384	
Investment Activity							
Acquisition of Fixed Assets	(414,210)	(753,794)	-	-	(414,210)	(753,794)	
Funds (Used in) Investment Activities	(414,210)	(753,794)	-	-	(414,210)	(753,794)	
Increase in Cash and Short Term							
Investments for the Year	\$ 3,429,643	\$ -	\$ 2,818,921	\$ 1,457,170	\$ 7,705,734	\$ -	
Cash and Short Term Investments,							
End of Year	\$ 3,429,643	\$ -	\$ 2,818,921	\$ 1,457,170	\$ 7,705,734	\$ -	

1. Nature of Operations

Workplace Health and Safety Agency is a Schedule III Agency of the Ontario Ministry of Labour and was established on August 15, 1990 under Bill 208, an Act to amend the Occupational Health and Safety Act and Workers' Compensation Act. The Agency has a mandate to fulfil its health and safety mission.

The Special Programs Development Committee works under the auspices of the Agency with a mandate to develop occupational health and safety programs and resources to meet the needs of the workplace parties and those of the health and safety delivery organizations.

The Grants Program provides funding to support applied research, and training and education relating to occupational health and safety. Allocation of Grants Program funding is made by the Research/Grants Committee, comprised of members of the Agency Board of Directors. A Scientific/Technical Advisory Committee will be established in the near future to assist in the development of a research agenda.

2. Summary of Significant Accounting Policies

The financial statements have been prepared in accordance with generally accepted accounting principles. The significant accounting policies are summarized as follows:

a. Basis of Accounting

The financial statements have been prepared using the accrual method of accounting. Under the accrual method of accounting, revenue is recorded when earned and expenditures are recorded when incurred.

b. Investments

Investments consist of money market instruments with maturities of less than 12 months from the date of purchase, and are carried at cost.

c. Fixed Assets

Fixed assets are recorded at cost. Amortization is provided on a straight-line basis over the estimated useful life of the assets as follows:

Furniture and Fixtures	5 years
Computer Hardware	5 years
Computer Software	1 year

Leasehold improvements are capitalized and amortized over the term of the applicable leases.

2. Summary of Significant Accounting Policies (continued)

d. Rental Charges

The charge on the leased premises is determined by amortizing the total lease cost over the terms of leases.

e. Deferred Fixed Assets Funding

Funding received for the acquisition of fixed assets is deferred and amortized on a straight-line basis at rates corresponding with the amortization rates for the related fixed asset purchases.

f. Deferred Grants Funding

Amounts received for the funding of future programs are deferred and recorded as revenue when the applicable grants are given.

g. Pension Plan

Employees are covered by the Public Service Pension Plan administered by the Ontario Pension Board. Contributions to the plan are required from both the employee and the Agency. Contributions with respect to current service are expensed on a current basis.

3. Fixed Assets

	1991			1990
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and Fixtures	\$ 372,825	\$ 67,425	\$ 305,400	\$ 301,426
Computer Hardware	598,597	93,593	505,004	337,328
Computer Software	60,520	60,520	—	37,298
Leasehold Improvements	136,062	32,655	103,407	77,742
	<u>\$ 1,168,004</u>	<u>\$ 254,193</u>	<u>\$ 913,811</u>	<u>\$ 753,794</u>

4. Rental Obligations

As at December 31, 1991, the Agency's obligations relating to operating leases for terms in excess of one year are as follows:

1992	\$328,730
1993	437,686
1994	438,316
1995	147,865
1996	51,322

Additional costs for certain operating expenses and taxes are not included in the above.

5. Funding To First Aid Delivery Organizations

During the year, the Agency funded the following first aid delivery organizations:

St. John Ambulance	\$ 834,420
Emergency Care Instruction Services	113,983
The Canadian Red Cross Society	24,380
	<u>\$ 972,783</u>

6. Funding To Health and Safety Delivery Organizations

During the year, the Agency funded the following health and safety delivery organizations:

	Approved Funding	Interest on Attendance Credit Holdback	Total Holdbacks	Net Transferred
Industrial Accident Prevention Association	\$ 18,287,300	\$ 19,300	\$ 991,396	\$ 17,315,204
Electrical Utilities Safety Association	2,247,779	2,988	163,236	2,087,531
Ontario Pulp & Paper Makers Safety Association	965,240	1,055	28,015	938,280
Transportation Safety Association	1,886,272	2,220	65,586	1,822,906
Forest Products Accident Prevention Association	2,100,811	2,059	153,849	1,949,021
Construction Safety Association of Ontario	11,248,069	8,298	499,557	10,756,810
Mines Accident Prevention Association	2,649,200	3,051	84,565	2,567,686
Health Care Occupational Health & Safety Association	2,305,283	–	–	2,305,283
Workers Health and Safety Centre	6,829,400	–	280,134	6,549,266
Tourism & Hospitality Industry Health and Safety Education Program	975,914	–	–	975,914
Municipal Health and Safety Program	502,000	–	–	502,000
College, University & School Safety Council of Ontario	311,300	–	–	311,300
	<u>\$ 50,308,568</u>	<u>\$ 38,971</u>	<u>\$ 2,266,338</u>	<u>\$ 48,081,201</u>

7. Revenue

During the year the Agency was funded as follows:

	Workplace Health and Safety Agency	Grants Program
Workers' Compensation Board	\$ 53,000,000	\$ –
Funds used for purchase of fixed assets	(414,210)	–
Ministry of Labour	–	3,453,100
Amounts deferred for future programs	–	(1,454,717)
	<u>\$ 52,585,790</u>	<u>\$ 1,998,383</u>

8. Restricted Amounts

a. Grants

The Agency has established a reserve fund for the Grants Program to provide funding in support of applied research, and training and education relating to occupational health and safety. Investments of \$1,457,170 are restricted for this purpose.

b. Attendance Credits

The Agency has established a reserve fund from which to make special grants to the Health and Safety Associations to assist them with respect to their liabilities to their employees. Investments of \$815,530 are restricted for this purpose.

9. Transfer from Workers Health and Safety Centre

On January 1, 1991 the Special Programs Development Committee project was transferred to the Agency from Workers Health and Safety Centre. The fund balance on that date, amounting to \$2,664,782, has been reflected as a transfer in these financial statements.

10. Contingencies

Five separate actions by each of the Construction Safety Association of Ontario, Transportation Safety Association of Ontario, Industrial Accident Prevention Association, Electrical Utilities Safety Association and the Forest Products Accident Prevention Association have been filed against the Workers' Compensation Board, the Agency's former Executive Director and the Agency claiming a total of eighteen million dollars in damages and other relief. The Queen in Right of Ontario is also being sued for the same relief. Statements of claim have been served and the Agency is bringing a preliminary motion to have the actions against the Agency and the Agency's former Executive Director dismissed.

The actions filed substantially relate to the determination of which organization will be held responsible for the payments of attendance credits accumulated by the various provincial safety associations' staff to December 31, 1990.

As the outcome of this litigation process is not determinable at this time, and it is the belief of the Agency that it will not be held liable as a result of the litigation process, an amount in connection with the potential liability has not been reflected in these financial statements.

11. Comparative Figures

The Agency became responsible for the administration of the Special Programs Development Committee and the Grants Program during 1991, therefore, comparative figures for these programs have not been provided.

Further, certain of the comparative figures have been reclassified to conform to the current year's presentation.

SCHEDULE OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCES
SPECIAL PROGRAM DEVELOPMENT COMMITTEE
for the Year Ended December 31, 1991

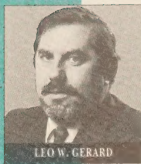
WORKPLACE HEALTH AND SAFETY AGENCY

	Workplace Hazardous Materials Information System		Musculoskeletal Injuries Prevention Program	Total 1991
	Training Program 1991	Multi-Lingual 1991	1991	
Revenue				
Sales	\$ 314,052	\$ -	\$ -	\$ 314,052
Investment Income	234,715	1,263	-	235,978
	584,550	1,263	-	550,030
Expenditures				
Bank Charges	258	21	-	279
Graphic Artists	-	-	16,033	16,033
Executive and Staff Meeting Costs	2,860	-	2,860	5,720
Miscellaneous	1,197	-	-	1,197
Occupancy Costs	20,964	-	27,000	47,964
Office	11,372	-	1,898	13,270
Printing	45,753	13,548	-	59,301
Professional Fees	3,017	-	1,000	4,017
Program Writers	-	-	51,358	51,358
Promotion	-	20,468	-	20,468
Salaries	35,600	-	106,047	141,647
Storage and Shipping	38,442	-	-	38,442
Translation	-	28,359	-	28,359
Telephone	1,482	-	-	1,482
Video Production and Duplications	2,790	-	98,000	100,790
	163,735	62,396	304,196	530,327
Excess(Deficiency) of Revenue over Expenditures	385,032	(61,133)	(304,196)	19,703
Fund Balances, Beginning of Year	-	-	-	-
Transfer Between Funds	200,649	21,729	-	222,378
Transferred from Workers Health and Safety Centre	2,625,378	39,404	-	2,664,782
Fund Balances, End of Year	\$ 3,211,059	\$ -	\$ (304,196)	\$ 2,906,863

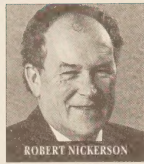
BOARD OF DIRECTORS



PAUL FORDER



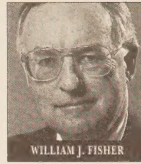
LEO W. GERARD



ROBERT NICKERSON



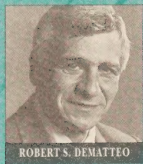
BOB MCMURDO



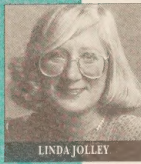
WILLIAM J. FISHER



LYDIA NEZA RENTON



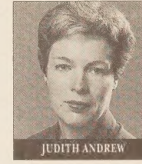
ROBERT S. DEMATTEO



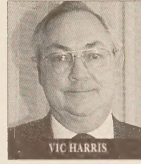
LINDA JOLLEY



MAUREEN O'HALLORAN



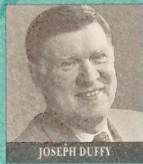
JUDITH ANDREW



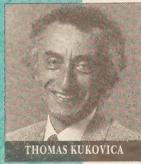
VIC HARRIS



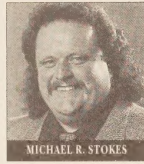
BRUCE STANTON



JOSEPH DUFFY



THOMAS KUVICA



MICHAEL R. STOKES



ALICE DONG



PETER G. NICOLL

ROBERT SAMUEL DEMATTEO, Health and Safety Co-ordinator, Ontario Public Service Employees' Union.

JOSEPH DUFFY, Business Manager, Provincial Building and Construction Trades Council of Ontario.

LEO W. GERARD, National Director, United Steelworkers of America.

LINDA JOLLEY, Director of Occupational Health and Safety, Ontario Federation of Labour.

THOMAS KUVICA, Service Sector Director, United Food and Commercial Workers Union National Office.

ROBERT NICKERSON, Special Assistant to the President, Canadian Auto Workers Union.

MAUREEN O'HALLORAN, Reg. N., Assistant Director of Research Services, Ontario Nurses Association.

MICHAEL R. STOKES, President, Ontario Division, Canadian Union of Public Employees.

JUDITH ANDREW, Director of Provincial Policy, Canadian Federation of Independent Business.

ALICE DONG, Medical Director, Department of Occupational Health, Wellesley Hospital, Princess Margaret Hospital, Toronto Grace Hospital.

WILLIAM J. FISHER, Teacher, Faculty of Business Administration and Member, Board of Governors, University of Windsor.

VIC HARRIS, Employee Relations Consultant.

PETER G. NICOLL, Director of Safety, Health and Environment, ICI Canada Inc.

LYDIA NEZA RENTON, Industrial Hygienist, Northern Telecom Canada Ltd.

BRUCE STANTON, President and General Manager, Bayview-Wildwood Resort.

OFFICERS OF THE AGENCY

PAUL K. FORDER
Vice-Chair, Labour

ROBERT D. MCMURDO
Vice-Chair, Management

NORM CARRIERE
Assistant Vice-Chair, Labour

REGINALD SHAUGHNESSY
Assistant Vice-Chair, Management

STAFF

IQBAL BOGA
Director, Finance and Administration

CATHI CARR
Director, Policy and Program Development

DAVID ESTOK
Director, Communications

RAYMOND SITTON
Director, Human Resources

*Current as of May 1, 1992





WORKPLACE HEALTH AND
SAFETY AGENCY

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